

Middletown Public Library Board of Trustees

Minutes of Meeting — December 16, 2008

Middletown Public Library

700 West Main Road

Middletown, Rhode Island

Present: Holly Levine, Chair; Steve Arendt; Virgel Blaschke; John Grisham; Paul LaMond; Joyce Morgenthaler.

Members Absent: Mary Ulrich-Budlong.

Others Present: Jim Knowlton, Library Director; Arakel Bozyan, Town Council Liaison; Heather Huggins.

Meeting called to order at 6:14 P.M. by Chair, Holly Levine.

Minutes of November 18, 2008 meeting reviewed.

Motion to accept: LaMond. Second: Blaschke. Unanimously carried.

Correspondence Received:

--Letter from Town Hall re: spending freeze.

--Two letters from MLK Center, expressing thanks to the Library community re: charitable donations.

Director's Report: Jim Knowlton orally reviewed information.

Motion to receive: Arendt. Second: LaMond. Unanimously carried.

Committee Reports:

Budget. Steve Arendt reviewed latest draft budget for FY2010, with tentative figures for FY2011 as requested by Town. Paul LaMond reviewed possible moneysaving steps for future consideration. At this time, it is felt that the budget for the current fiscal year may be maintained without a reduction in Library services.

Children's Room Improvement. Holly Levine reported that lighting

alterations have been placed on hold, while all other renovations have been completed.

Capital Improvements. Addressed in Director's Report, per Holly Levine.

Director's Evaluation. John Grisham reported that an interim evaluation may be forthcoming, pending a January meeting of the committee. A full evaluation will be submitted to the Board in July, at the time of the Director's anniversary date.

Friends. Virgel Blaschke reported that there are ongoing discussions with the Town as to the Library's proposed new entrance sign. The Friends' Book Sale will be held on December 20, 23 and 27, with items being sold for \$3 per bag. The holiday giftwrapping events have so far raised an additional \$111.00, with two other such events planned.

IT Committee. Steve Arendt reported that the committee has been reorganized so as to facilitate the gathering of a quorum. The committee met on December 9th, the discussion focusing on previously unfinished business; and is working on its near-term agenda.

Policy Review. No report.

Programs and Outreach. No report. **Old Business:**

Employee and Volunteer Recognition.

--Addressed in Director's Report. Discussion re tributes to Evelyn LeDoux and Rosemary Day (engraved plates/plaques have previously been suggested, and are being looked into).

Triennial Patron Survey.

--Discussion re formation of survey committee. Motion to create Patron Survey Committee: Blaschke. Second: LaMond. Unanimously carried.

The Chair appointed Mary Ulrich-Budlong, Joyce Morgenthaler and Holly Levine to the committee.

Dissemination of public information re: Library programs and services.

--Discussion re: periodic news releases. It was suggested that pertinent information may be gathered from department heads or other applicable sources, to be released by Director Knowlton as and to whomever he deems appropriate.

New Business:

E-zones: Demonstration postponed. Nothing further to report at this time. Public Presentation to, or Discussion with the Board:

No one asked to address the Board during this session.

The chair noted the absence of any matters requiring the Board to convene in executive session.

Motion to accept previously sealed executive session minutes of November 18, 2008: Blaschke. Second: LaMond. Unanimously carried.

Motion to adjourn: Blaschke. Second: Arendt. Unanimously carried.

Meeting adjourned at 8:24 P.M.

Respectfully submitted,

John W. Grisham Acting Secretary